

BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606



KAFB INSTRUCTION 36-206

15 APRIL 2000

Employment and Affirmative Action

***EMPLOYMENT OF PERSONS WITH
DISABILITIES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-2, *Employment and Affirmative Action*. The specific guidance in this instruction will help supervisors and managers give full and fair consideration to hiring individuals with disabilities. It applies to all Department of Defense employees paid from appropriated and non-appropriated funds except non-US citizens employed outside the United States.

1. Policy. The Federal Government is required to be a model employer of individuals with disabilities. Therefore, everyone must solicit persons with disabilities as employment candidates when reasonable accommodation of the candidate's disability would permit him/her to perform the core duties and responsibilities of the position being filled. Full and fair consideration must be given to hiring, placement, and advancement opportunities for qualified individuals with disabilities, and reasonable accommodation must be provided to enable individuals with disabilities to perform the essential functions of the job adequately and safely. Continued concerted efforts will further increase the representation of qualified individuals with disabilities in the Department of the Air Force.

2. Hiring Persons with Disabilities . The Rehabilitation Act of 1973 places affirmative duty on federal agencies to take into account the special needs of persons with disabilities in order to provide them with an equal employment opportunity to compete for jobs in the federal workplace. The goal of affirmative action is not merely the employment of a person with a disability, but appropriate placement that fully utilizes their skills, knowledge, and abilities. In addition, federal agencies are afforded special hiring authority in certain cases.

3. Department of Defense Goal. The Secretary of Defense has established a department goal to increase employment of persons with severe disabilities to 2 percent of the civilian work force. All commanders, directors, supervisors, and managers must consider the skills and qualifications of disabled persons.

Achievement of affirmative employment objectives can be ensured through development of career opportunities for qualified persons with disabilities.

4. Hiring Practices for People with Disabilities. For additional information on hiring practices for people with disabilities contact the 377th Air Base Wing Civilian Personnel Office, 846-9548 or the Equal Opportunity Office, 846-5369.

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